



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT REINSTATEMENTS AND RESTORATIONS	POLICY NO. 601.2	EFFECTIVE DATE 10/1/89	PAGE 1 of 1
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 701.07 702.05 4/2/79	ORIGINAL ISSUE DATE 4/2/79	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines for handling employee requests to return to a position held formerly in the Department of Mental Health (DMH) or elsewhere in the County.

POLICY

2.1 Reinstatement

- 2.1.1 Reinstatement is a re-appointment, after a break in service, to a position in a class in which status was formerly held.
- 2.1.2 The DMH shall use discretion in considering the reinstatement of competent employees. All applicable Civil Service Rules and County Code salary provisions shall be followed in making the appointments and establishing appropriate salaries.

2.2 Restoration

- 2.2.1 Restoration is a return to a position in a class that was formerly held.
- 2.2.2 Restoration shall be made only when the best interests of the DMH are served. Employees may be restored to previously held classifications by appropriate administrative action.
- 2.3 All reinstated/restored employees shall serve a new probationary period.

AUTHORITY

Los Angeles County Code